

February 2008

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------|
| | | | | | 1 JAN 16-31 Manual pay & health ins. update | 2 |
| 3 | 4 JAN 16-31 Manual pay & health ins. update | 5 JAN 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll. | 6 JAN 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL | 7 JAN 16-31 No Update | 8 JAN 16-31 No Update | 9 |
| 10 | 11 JAN 16-31 Update/ health ins. | 12 JAN 16-31 Update/ health ins. | 13 JAN 16-31 Update/ health ins. Last day p1's can be approved for supp payroll | 14 JAN 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only. | 15 JAN 16-31 No Update PAYDAY | 16 |
| 17 | 18 FEB 1-15 Manual pay & health ins. update ACTIVATE DUES FOR UTILITY #'s 4003, 4008, 4020 | 19 FEB 1-15 Manual pay & health ins. update | 20 FEB 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll. | 21 FEB 1-15 Manual pay Update. Files go down at 1:00 and remain down. RUN PAYROLL | 22 FEB 1-15 No Update | 23 |
| 24 | 25 FEB 1-15 Update/ health ins. | 26 FEB 1-15 Update/ health ins. | 27 FEB 1-15 Update/ health ins. Last day p1's can be approved for supp payroll | 28 FEB 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only. | 29 FEB 1-15 No Update PAYDAY | |